



Pitsford School

School Policy Document

Name of Policy: Suspension and Expulsion Policy

Audience: Public

Date for Next Review: January 2026

SLT Member(s) Responsible for Reviewing and Updating the Policy: CGW/FMK

Only the Head, or in his/her absence, the Deputy Head, has the authority to suspend or expel a pupil from the School.

Pupils may be suspended from school for a period of up to 10 days. Pupils may be suspended or expelled from school for one of the following reasons:

1. Theft or deliberate damage to School property.
2. Bringing alcohol, or smoking materials onto the school site.
3. Overly aggressive behaviour to another pupil, member of staff, or visitor to the School.
4. Behaving in a manner likely to bring the School into disrepute, either while in attendance during a School session or at any other time.
5. Behaving in a manner that could expose others to danger, or put property at risk.
6. Bringing an offensive weapon onto the School site.
7. Bringing drugs onto the School site, using or being under the influence of drugs on the School site.
8. Continual behaviour in or out of the classroom, that seriously disrupts the learning of others.
9. Bullying of other pupils.
10. Other actions deemed by the Head to be of an equivalently serious nature to those listed above.

Some offences are likely to lead to expulsion, (especially, but not exclusively, those relating to drugs or offensive weapons) although it may depend on the exact nature of an item and the particular circumstances of the case.

In some cases, the pupil may be suspended pending the outcome of an investigation, the result of which may then result in expulsion. Most suspensions will be between 1 and 5 days in length, although they are kept as short as possible to minimise disruption to the student's learning. Longer suspensions are only appropriate in the case of very serious cases where the investigation is considered likely to take longer to complete. The School may, or may not, set work for the child to complete while suspended from school, depending on circumstances and length of suspension.



Pitsford School

If the investigation cannot be completed within 10 working days (due to waiting for information from outside parties, for example), then the Head will either expel the pupil based on the evidence so far collected, or allow the pupil back into school pending the completion of the investigation.

After an investigation, which should not be conducted by the Head, a hearing is convened as soon as possible to allow the school to present the outcome of the investigation, ask further questions of the pupil if required, and allow the pupil and/or parents to present their case. After the hearing the Head will consider all the evidence and make a final decision within 5 days which will be communicated to parents as soon as possible. In the case where the decision is expulsion, the Head will inform the Chair of Governors.

Following a suspension, the pupil, along with a parent, guardian, or carer, must attend an interview with the Head, Deputy Head, or Head of Juniors before returning to School. At this interview, the pupil must agree to ensure that such behaviour that led to the suspension will not occur again. The Senior member of staff conducting the interview will explain that such a repeat, or any other serious offences committed by the pupil that would normally result in a suspension, could result in expulsion.

Appeal process

A parent may appeal against an expulsion on the grounds that a correct and proper investigation was not carried to the extent that the facts of the case could not be ascertained sufficiently, or that the punishment was disproportionately severe for the offence. To appeal, parents must write to the Chair of Governors within 10 working days of the Head's decision to expel, outlining why they feel that the decision was unfair. The appeal will then be heard using the School's current Complaints Procedure

The Appeal Panel will limit itself to answering two questions; 1) whether the pupil committed the offence in question, and 2) whether expulsion is a reasonable response.

Note well, a "reasonable response" does not mean that it was the only option, or in the eyes of the Panel, the best option, only that within the range of possible options, it can be considered a reasonable decision. The Panel will not receive or consider fresh evidence that relates to issues not considered when the decision to expel was taken. Equally, it will not overturn a decision to expel purely on a technical defect in the procedure followed, unless that defect was so substantial that justice was not done.

Parents can be assured that the investigation and subsequent actions relating to a suspension and/or expulsion, will be treated seriously and confidentially. Correspondence, statements and records will be kept confidential except in so far as is required of the school by paragraph 6(2)(j) of the Education (Independent Schools Standards) Regulations 2003; where disclosure is required in the course of the school's inspection; or where any other legal obligation prevails.